

Effective 31 July 1999

Personnel Procurement

Missioning Procedures

For the Commander:

RICHARD R. MAJASKAS
Colonel, GS
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Official:

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Director, Information Management

History. This UPDATE revises USAREC Reg 601-73 which is effective 31 July 1999. Because of the extensive changes made, no attempt has been made to highlight changed material.

Summary. This regulation establishes procedures and policies within the United States Army Recruiting Command for the assignment of recruiting missions for Regular Army, United States Army Reserve, Army Medical Department Officer and Enlisted Recruiting (Army Medical Spe-

cialist Corps, Army Nurse Corps, Dental Corps, Medical Corps, Medical Service Corps, Veterinary Corps), Officer Candidate School (out of service), Warrant Officer Flight Training, Technical Warrant Officer, Reserve Officers' Training Corps Referral, Band, Reserve Chaplain Corps, Reserve Chaplain Candidates, and others as needed.

Applicability. This regulation is applicable to all elements of the United States Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Director of Program Analysis and Evaluation. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of lieutenant colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the Director of Program Analysis and Evaluation. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCPAE-MSN), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE.

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Glossary

1. Purpose

This regulation establishes procedures and policies within the United States Army Recruiting Command (USAREC) for the assignment of recruiting missions for Regular Army (RA), United States Army Reserve (USAR), Army Medical Department (AMEDD) Officer and Enlisted Recruiting (Army Medical Specialist Corps, Army Nurse Corps (AN), Dental Corps, Medical Corps, Medical Service Corps, Veterinary Corps), Officer Candidate School (OCS) (out of service), Warrant Officer Flight Training (WOFT), Technical Warrant Officer (TWO), Reserve Officers'

Training Corps (ROTC) Referral, Band, Reserve Chaplain Corps, Reserve Chaplain Candidates, and others as needed.

2. References

Required and related publications and blank forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Policy

- a. Mission assignment.

(1) Headquarters, Department of the Army (HQDA) assigns an accession mission to Headquarters, United States Army Recruiting Command (HQ USAREC) for the following categories: RA and USAR enlistments, AMEDD officers and enlisted, OCS, TWO, WOFT, Reserve Chaplain Corps, Reserve Chaplain candidates, ROTC referrals, Band, Special Forces (SF) officers, SF enlisted, 160th Special Operations Aviation Regiment (SOAR), and others as needed.

(a) USAREC converts the HQDA accession mission, and any temporary special missions, into a contract mission for assignment within the command. Appendix B addresses AMEDD procedures and appendix C addresses chaplain procedures.

(b) Missions to subordinate units consist of: RA enlisted contract mission, USAR contract

mission, AMEDD commission mission, AMEDD contract mission for military occupational specialties (MOS) 91CC and 91VC, OCS (enlistment option) packet mission, WOFT (enlistment option) packet mission, ROTC referral mission, Reserve Chaplain and chaplain candidate selection board mission, and Band contract mission.

(2) The Director of Program Analysis and Evaluation, HQ USAREC, will develop all recruiting contract missions based upon HQDA accession requirements for current and future years, Delayed Entry Program (DEP) growth targets, and market conditions that affect the command's ability to meet the HQDA accession missions. Program Analysis and Evaluation Directorate, Mission Division, assigns quarterly missions to the recruiting brigade (Rctg Bde) with recommended splits down to the recruiting battalion (Rctg Bn).

(3) It is the Rctg Bde commander's responsibility to ensure that the assignment of the Rctg Bde's contract mission is down to recruiter level. Commanders will not withhold mission nor place operational missions in excess of the assigned mission to their subordinates. Prior to T-2 (2 weeks before the start of each recruit ship month (RSM)) each monthly mission, by category, will be assigned to recruiters and processed into the Battalion Operations and Awards Reporting System (BOARDS). Likewise, any subsequent adjustments to monthly missions must be completed prior to T-2 of the

*This regulation supersedes USAREC Regulation 601-73, 30 December 1997.

affected RSM. See appendixes for special missions.

(a) Normally, an on-production Regular Army recruiter (OPRA) will have either an RA or USAR mission during the RSM, but not both. Rctg Bde commanders may request or approve waivers if delegated the authority in writing by the appropriate Deputy Commanding General (DCG), waivers to assign an OPRA concurrent RA and USAR missions through the appropriate DCG on a case-by-case basis. An on-production Active Guard Reserve recruiter (OPAGR) will only have a USAR accession mission.

(b) During the mission adjudication process outlined in e below, Rctg Bde commanders can vary the Program Analysis and Evaluation Directorate's recommended mission between Rctg Bns as long as the Rctg Bde mission volume by category remains unchanged. Rctg Bde and Rctg Bn commanders will not assign missions solely to equalize write rates.

(c) A recruiter newly assigned to a recruiting station (RS) or higher echelon unit, irrespective of experience, status (recruiter in the New Recruiter Program, detailed, or cadre), or position will receive 30 calendar days to complete all familiarization activities. The clock starts (D-day) at the end of the Rctg Bde's and Rctg Bn's inprocessing procedures. Authority for determining the end date for inprocessing and when D-day begins is the Rctg Bde commander. The Rctg Bde commander may delegate this authority to Rctg Bn and Army Medical Department detachment (AMEDD Det) commanders. Example scenario: A recruiter reports for duty to the Rctg Bn. Rctg Bn inprocessing takes 3 days and Rctg Bde inprocessing takes 2 days. D-day begins on day six. On D+30, 35 days after reporting for duty, the recruiter is eligible to receive a mission.

(d) Rctg Bde, Rctg Bn, and recruiting company (Rctg Co) commanders are responsible to ensure that all mission assignments are formally recorded. Appendix D provides the instructions for completing USAREC Fm 711-2 (Monthly and Quarterly Mission Box) and how the form will be processed. The Rctg Bn commander has the option to maintain in the Rctg Bn's management binder either a copy of the completed USAREC Fms 711-2, a detailed memorandum, or spreadsheet listing the Rctg Bn's OPRA and OPAGR mission assignment for the recruit ship quarter (RSQ) with the appropriate updates for the RSM.

(4) Rctg Bns participating in test programs will follow this regulation unless specifically exempted by test procedures or requirements.

(5) Normally, Program Analysis and Evaluation Directorate will not change quarterly missions once assigned unless an event directed by HQDA, or other authority, changes accession requirements that affect the contract mission for any of the missioned areas. In that case, Program Analysis and Evaluation Directorate will develop and publish an adjusted mission according to the change received.

(6) Commanders will not assign missions to recruiters who are attending professional development courses or other prior approved ab-

sences. Tables 1 and 2 provide mission assignment guidance for those situations in which a recruiter is available for only part of the RSM due to absence.

Table 1
18 to 20 processing day RSM

Days Present	RA Mission	USAR Mission
0 to 6	0	0
7 to 12	1 GSA	2 (any combination of GA and CIHS)
13 to 20	Full Mission	Full Mission

Table 2
21 to 25 processing day RSM

Days Present	RA Mission	USAR Mission
0 to 7	0	0
8 to 13	1 GSA	2 (any combination of GA and CIHS)
14 to 25	Full Mission	Full Mission

(7) TWO RA, SF officer, SF enlisted, 160th SOAR, WOFT (inservice), Airborne, and Recruit the Recruiter are not currently assigned to Rctg Bdes. The annual mission document from HQDA, if there is one, will be processed through the Director of Program Analysis and Evaluation for Command Group approval or comment prior to returning it to HQDA.

b. Mission accomplishment.

(1) It is the design of the contract mission to facilitate USAREC in achieving the HQDA accession mission.

(2) Each commander is responsible for distributing his or her command's share of the contract mission to maximize the number of contracts and position the units and recruiters for success. Success is defined by the accomplishment of the contract mission by category and volume.

(3) Mission box designation.

(a) There are three mission box designations for RA and USAR enlisted missions.

1. RA:

- GA - High school diploma graduate test score category (TSC) I-III.A.

- SA - High school senior TSC I-III.A.

- OTH - All other open categories not included in GA or SA.

2. USAR:

- GA and CIHS - High school diploma graduate, high school senior, or currently in high school (CIHS) TSC I-III.A.

- PS - Prior service (PS).

- OTH - All other open categories not included under GA, CIHS, or PS.

(b) Special missions mission box designations (see individual apps).

(c) AMEDD. Each area of concentration (AOC) or specialty is a mission box category (see app B).

(4) Contract credit.

(a) USAREC Reg 600-22 governs contract credit for applicants who change component during processing (RA to USAR or vice versa) and when more than one recruiter works with a single applicant.

(b) Overproduction against the assigned mission during any RSM will not be carried forward into any subsequent reporting RSM. However, overproduction against the assigned mission during any shorter period will count toward successful accomplishment of the larger period (e.g., RSM to RSQ.)

(c) Only enlisted accessions into USAR troop program units (TPU) will be counted toward the USAR accession mission. This does not include accessions into the Individual Ready Reserve (IRR).

(d) Mission accomplishment credits will not be given to another recruiter from a suspended or involuntarily reassigned recruiter. Credits will remain with the RS toward the RS mission. A voluntarily reassigned recruiter will retain any contract credit toward his or her personal mission accomplishment and the losing RS will also retain the credit toward its monthly and quarterly accomplishments. It is the responsibility of the losing RS to make up any DEP loss after the voluntarily reassigned recruiter departs. The DEP loss will have no effect on voluntarily reassigned recruiter's contract credit. For departing recruiters who have substantially completed processing for applicants who enlist after their voluntary reassignment, a credit(s) will be awarded in accordance with USAREC Reg 600-22. The gaining RS will not receive RS-level credit for those applicants processed by the losing RS. The losing RS will receive credit for the voluntarily reassigned recruiter's applicants processed after his or her departure.

(e) The Director of Recruiting Operations provides substitution rules each quarter.

c. Mission cross-leveling, relief, and reduction.

(1) Recruiter missions will not be changed after the start of T-2 for RSM nor for any completed RSM. The approval authority for recruiter mission cross-leveling is the Rctg Bde commander. The Rctg Bde commander may delegate this authority in writing to the deputy Rctg Bde commander, Rctg Bde Chief of Staff, Rctg Bn commander for his or her Rctg Bn, and the AMEDD Det commander for his or her AMEDD Det.

(a) Each Rctg Bde commander will implement procedures to evaluate and act upon requests for recruiter mission cross-leveling.

(b) Rctg Bn, Rctg Co, and RS commanders will process mission cross-leveling requests prior to T-2 of the RSM cross-leveling will occur. The following guidelines govern mission cross-leveling:

1. Contract mission may be cross-leveled only among recruiters of the same Rctg Bn and must be assigned down to recruiter level.

2. Contract mission may not be cross-leveled between different months.

3. Cross-leveled contract missions must be assigned to the receiving recruiters and relieved from the losing recruiters prior to T-2 of the RSM. The approval authority will provide an adjusted mission memorandum through the chain of command. The Rctg Bn commander will maintain a copy in the Rctg Bn management binder. The Rctg Bde will provide a copy of any Rctg Bn cross-leveled mission that changes any Rctg Bn's mission volume to the Mission Division of the Program Analysis and Evaluation Directorate.

4. Commanders will not use cross-leveling as part of a local incentive program.

(2) The intent of mission relief is to protect recruiters from unforeseen absences, such as emergency leave, hospitalization, or mandatory school date changes. The approval authority for mission relief is the Rctg Bde commander. The Rctg Bde commander may delegate this authority in writing to the deputy Rctg Bde commander and to the Rctg Bde Chief of Staff. The approver may decide at what level to relief the mission (i.e., RS, Rctg Co, or Rctg Bn).

(a) RS, Rctg Co, and Rctg Bn commanders may submit requests for mission relief through their chain of command to the Rctg Bde commander (see fig 1 for example). The overall Rctg Bde mission remains unchanged unless the Rctg Bde requests and HQ USAREC grants a mission reduction. Rctg Bdes will retain all relieved missions at Rctg Bde level and will not redistribute the relieved mission.

(b) Rctg Bde commanders will not grant blanket relief as a percentage of their unit's mission in anticipation of future requests for relief. Furthermore, mission relief cannot be used as part of a local incentive program.

(c) The approval authority will provide an adjusted mission memorandum through the chain of command. The Rctg Bn commander will maintain a copy in the Rctg Bn management binder. The Rctg Bde will provide an information copy to the Mission Division of the Program Analysis and Evaluation Directorate.

(3) The intent of mission reduction is to prevent prolonged, unforeseen circumstances, such as natural disasters from negatively impacting on the recruiting mission. The approval authority is the responsible DCG. The DCG may delegate approval authority in writing to the Director of Recruiting Operations. All mission reduction requests will be in writing (see fig 1 for example). Approved mission reduction will be removed from the Rctg Bde's official RSQ con-

tract mission. Rctg Bde and Rctg Bn commanders will maintain a copy for their respective management binders. The Rctg Bde will provide a copy of approved reductions to the Mission Division of the Program Analysis and Evaluation Directorate.

(4) For USAR applicants qualified to enlist, mission reduction credit will be based solely on available vacancies versus assigned mission. All requests for mission reduction must be accompanied by a copy of the screen displaying vacancy availability from MOS Readiness Priority software and a copy of the Recruit Quota System (REQUEST) screen which shows "No Opportunities Found." Rctg Bdes must include the date and time that the Regional Support Command, Division, Direct Reporting Unit, or Army Reserve Command strength management officer or authorized representative determined that neither "Will Train" nor prior service training funds would be available for the applicant(s) qualified to enlist. Searches for AMEDD applicants should encompass all medical units within 50 miles. Bottom line: There must be documented assistance from USAR Recruiting Operations Center or the United States Army Reserve Command liaison noncommissioned officer, stating that neither a training seat nor alternate enlistment vacancy could be made available.

d. Accession processing guidelines.

(1) Special mission recruiters or teams are the only recruiters who may process the following special missions: TWO, WOFT (inservice), SF enlisted, SF officers, 160th SOAR, chaplain, and chaplain candidates.

(2) RS commanders will refer all professional health care and other medical applicants to the nearest health care recruiting team (HCRT). Any recruiter may recruit for MOS 91CC and 91VC; however, only HCRT are missioned for these categories. Only HCRT members will prospect for licensed practical nurses (LPN) and respiratory therapist programs.

(3) OPRA recruiters may process and contract both RA, USAR, and special mission categories except as noted in (1) and (2) above. OPAGR may only process USAR applicants except as noted in (1) and (2) above.

(4) Specific processing responsibilities are outlined in USAREC Reg 600-22.

e. Mission planning process.

(1) HQDA provides the annual RA and USAR accession mission to HQ USAREC. Refer to appendix B for the AMEDD process. Program Analysis and Evaluation Directorate, Mission Division, converts the accession mission into a contract mission based upon entry and exit DEP guidelines, authorized recruiter strength, shipper loss rates, and other factors. The draft annual contract mission is parceled out to Rctg Bdes based upon past production, current and future market conditions, recruiter strength, and other factors.

(2) The quarterly mission cycle is a stand-

alone process. The process begins with a forecast of the projected quarter's contract mission by Rctg Bde and Rctg Bn quarterly splits. The Mission Division of the Program Analysis and Evaluation Directorate will brief the draft mission to the DCG-East and DCG-West. Guidance from the DCG-East and/or DCG-West may change the Program Analysis and Evaluation Directorate's recommended quarterly splits. After DCG approval, the Commanding General (CG) has the option to review the quarterly splits, and if necessary, change them prior to releasing the draft quarterly mission splits to the Rctg Bdes for adjudication of the Program Analysis and Evaluation Directorate's recommended Rctg Bn splits. Once the Rctg Bdes have provided their recommended changes, the Mission Division of the Program Analysis and Evaluation Directorate will arrange a mission adjudication conference with the DCG-East and DCG-West for final approval. Once approved, the draft mission becomes the field mission and it will be released to the Rctg Bdes for execution.

(3) The timelines for the mission planning process are subject to CG and DCG guidance. However, as a minimum, Mission Division of the Program Analysis and Evaluation Directorate will strive to meet the following schedule:

(a) DCG draft mission briefing by 130 days prior to the start of the RSQ.

(b) Draft mission issued to the Rctg Bdes for adjudication of Rctg Bn splits by 120 days prior to the start of the RSQ.

(c) Rctg Bdes return adjudicated quarterly Rctg Bn splits to Mission Division of the Program Analysis and Evaluation Directorate by 40 days prior to the start of the RSQ.

(d) DCG mission adjudication conference conducted by 30 days prior to the start of the RSQ.

(e) Field mission issued to Rctg Bdes by 25 days prior to the start of the RSQ.

(f) The Rctg Bde commander will, prior to T-2 (2 weeks before the start of each RSM) each monthly mission, by category, assign the mission down to recruiter level and assure that the mission is properly entered into BOARDS. At the start of the quarter, the Rctg Bde commanders will assure the appropriate DCG that the quarterly mission zero-sums down to recruiter level.

5. Operational guidelines

a. The master Automated Territorial Alignment System file containing the command recruiting market analysis is the official market analysis source data, except for AMEDD, for all mission planning conducted by both USAREC and Rctg Bde mission planning cells.

b. Program Analysis and Evaluation Directorate will send, or make available via the Intranet, each Rctg Bde a copy of the master Automated Territorial Alignment System file, reserve vacancy data, and other data sources used to determine Rctg Bde level missions in

special mission categories when it publishes the Rctg Bde's mission.

c. Program Analysis and Evaluation Directorate will publish the mission methodology and assist each Rctg Bde in its planning process as needed.

d. BOARDS is the USAREC official historical data base for mission assignments and achievements.

6. Responsibilities

a. The CG USAREC is responsible for assigning all missions to each Rctg Bde on a quarterly basis with the exception of AMEDD. AMEDD missions will be assigned on an annual basis.

b. The DCG-East and DCG-West USAREC are responsible for adjudicating discrepancies between the Mission Division, Program Analysis and Evaluation Directorate developed quarterly splits and Rctg Bde counterproposals. The DCG-East and DCG-West are the approval authority for mission reductions. This authority may be delegated in writing to the Director of Recruiting Operations.

c. Rctg Bde commanders are responsible for assigning the quarterly and annual missions to the Rctg Bns by monthly split where applicable. Rctg Bde commanders are responsible for assuring that prior to T-2 (2 weeks before the start of each RSM) each monthly mission, by category, is assigned down to recruiter level and is properly entered into BOARDS. At the start of the quarter, the Rctg Bde commander will assure the appropriate DCG that the quarterly mission zero-sums down to recruiter level. The accuracy of the posting of Rctg Bn, Rctg Co, RS, and recruiter missions BOARDS edits are the responsibility of the Rctg Bde commander. The Rctg Bde commander is the approval authority for cross-leveling and mission relief. The mission relief authority may be delegated in writing to the deputy Rctg Bde commander. The cross-leveling authority may be delegated in writing to the deputy Rctg Bde commander and to the Rctg Bn and AMEDD Det commanders.

d. Rctg Bn commanders are responsible for assigning quarterly missions for each Rctg Co by monthly split down to the recruiter level. AMEDD Det commanders are responsible for assigning AMEDD annual missions to the HCRT. Rctg Bn commanders are responsible for entering prior to T-2 (2 weeks before the start of each RSM) each monthly mission, by category, is assigned down to recruiter level and is properly entered into BOARDS. Rctg Bn commanders will assure that each RSM entered into BOARDS zero-sums with the assigned monthly splits. At the start of each quarter, the Rctg Bn commander is responsible for assuring the Rctg Bde commander that the quarterly mission zero-sums down to recruiter level by category and month.

e. Rctg Co commanders are responsible for

the assigning of quarterly missions to each RS by monthly split down to the individual recruiter.

f. All commanders are:

(1) Responsible for ensuring the accuracy of assigned missions by category.

(2) Responsible for the direct management of mission assignment, to include development of a methodology for determining missions to appropriate subordinate levels.

g. The Director of Program Analysis and Evaluation is responsible for the initial development, assignment, and adjudication process of the contract mission by category and by quarter for each Rctg Bde. The Director of Program Analysis and Evaluation is responsible for tracking and keeping an audit trail of Rctg Bde mission cross-levelings, reliefs, and reductions.

h. The Director of Recruiting Operations is responsible for monitoring and reporting the progress of the recruiting force in accomplishing the assigned missions. If delegated, the Director of Recruiting Operations will be responsible for evaluating Rctg Bde requests for mission reduction and will ensure that these areas are reflected in Rctg Bde level missions in BOARDS. The Director of Recruiting Operations is the functional proponent for BOARDS. The Director of Recruiting Operations is responsible for the publication of the annual AMEDD mission box designations.

(1) The Chief, Operations Division, Recruiting Operations Directorate, is responsible for monitoring production and conducting production analysis of the RA enlisted mission.

(2) The Chief, Reserve Affairs Division, Recruiting Operations Directorate, is responsible for monitoring production and conducting production analysis of the USAR enlisted mission.

(3) The Chief, Special Missions Division, Recruiting Operations Directorate, is responsible for monitoring production and conducting production analysis of all special missions with the exception of AMEDD.

(4) The Chief, Health Services Division, Recruiting Operations Directorate, is responsible for monitoring production, conducting production analysis of the AMEDD mission, and making recommendations for cross-leveling between Rctg Bdes, mission reductions, and other adjustments to the Director of Recruiting Operations and the Director of Program Analysis and Evaluation. Additionally, the Chief, Health Services Division, is responsible for the annual review and development of the AMEDD mission box designation based upon the annual AMEDD mission. Refer to appendix B for further guidance.

i. The Director for Personnel is responsible for monitoring personnel strengths of Rctg Bdes and Rctg Bns. The Director for Personnel will provide the recruiting strength data for Rctg Bn reports as needed.

j. The Director of Resource Management is responsible for providing authorization data to Director for Personnel and Director of Program

Analysis and Evaluation.

7. Implementation

All levels of command through Rctg Co will establish mission assignment policies and procedures consistent with this regulation and any changes thereto.

(Appropriate Rctg Bde Letterhead)

ABCDE-FG (MARKS Number)

MEMORANDUM FOR Commander, U.S. Army Recruiting Command, ATTN: RCRO-O,
Fort Knox, Kentucky 40121-2726

SUBJECT: Request for Mission Reduction or Relief

1. Request mission reduction for RSM__ 9__ FY__ and RSM__ 9__ FY__ (RSQ__ FY__).
2. The following information is provided:
 - a. RSID: 2Z7Q.
 - b. Mission Category: GA/RA (or GCA/USAR, or Catholic/Chaplain, etc.).
 - c. Mission Information
 - (1) Original RSM mission(s):
 - (2) Mission accomplishment in RSM:
 - (3) Amount of mission reduction requested: (This is less than or equal to the difference between (1) and (2) above.)
3. Point of contact is I.M. Tough, DSN XXX-XXXX or commercial (XXX) XXX-XXXX.

COLONEL COMMANDER
COL, IN
Commanding

CF:
RCPAE

Figure 1. Example request for mission reduction or relief

Appendix A

References

Section I

Related Publications

USAREC Reg 350-6

Recruiter Production Management System.

USAREC Reg 350-7

Recruiting Station Production Management System.

USAREC Reg 350-9

Recruiting Company Production Management System.

USAREC Reg 600-22

Assignment of Enlistment Processing Responsibility.

USAREC Reg 601-37

Army Medical Department Recruiting Program.

USAREC Reg 601-56

Waiver, Delayed Entry Program Separation, and Void Enlistment Processing Procedures.

USAREC Reg 601-81

Educator/Centers of Influence Tour Program.

USAREC Reg 601-87

Recruiting Market Analysis.

USAREC Reg 601-91

Officer Candidate School and Warrant Officer Flight Training Programs.

USAREC Reg 601-95

Delayed Entry and Delayed Training Program.

USAREC Reg 672-10

Recruiting Incentive Awards.

USAREC Cir 601-85

Army Reserve Officers' Training Corps Referral Program.

USAREC Manual 25-100

Training the Recruiting Force.

Section II

Required Forms

USAREC Fm 711-1

Pocket Mission Box.

USAREC Fm 711-2

Monthly and Quarterly Mission Box.

USAREC Fm 711-2-R-E¹

Monthly and Quarterly Mission Box.

FOOTNOTE:

1. Electronically generated for use with FormFlow Software.

Appendix B

Army Medical Department Missioning Guidelines

B-1. Policy

This appendix provides specific information concerning the AMEDD missioning process, substitutions, and guidance for mission adjustment requests. The command's missions to its subordinate units consist of an AMEDD commission mission and an AMEDD contract mission for MOS 91CC (see table B-1).

B-2. AMEDD missioning

a. After receipt of HQDA's AMEDD missions (RA and USAR), Program Analysis and Evaluation Directorate determines each Rctg Bde's mission for the entire fiscal year (FY). The mission is then sent to Rctg Bdes via memorandum from HQ USAREC, with a copy provided to the AMEDD Dets. The Rctg Bde commander will mission the AMEDD Det commander. The AMEDD Det commander will then assign mission to each HCRT. HCRT leaders will then assign mission to individual recruiters. HQ USAREC may augment the mission process with an adjudication conference. This AMEDD adjudication conference may or may not coincide with the annual AMEDD conference hosted by Health Services Division, Recruiting Operations Directorate. HQ USAREC's objective is to provide the Rctg Bdes their annual AMEDD mission one quarter prior to the start of the new FY.

b. USAR.

(1) The focus of USAR AMEDD recruiting is to support USAR TPU requirements. The number of vacancies and market data will determine the mission. Each specific AOC category mission is determined using the number of vacancies for that AOC and the appropriate market data (working market, student market, and/or residency data). The vacancies for the past 52 weeks and the most recent 13 weeks are used to calculate the vacancy factors. Additionally,

when the information is available, any reserve units scheduled for inactivation within the new FY and subsequent FY will be deleted from the missioning vacancy data base. A mission category may be further split according to market source.

(2) Mission accomplishment credit.

(a) Mission accomplishment credit will be specified in the annual mission memorandum distributed by HQ USAREC.

(b) Mission accomplishment credit for LPN Army Reserve Civilian Acquired Skills Program will include all MOS 91C accessions that do not require training beyond basic training.

(c) Recruiters will receive mission accomplishment credit for AMEDD officers recruited with assignment into the Selected Reserve, TPU (including attachments to the National AMEDD Augmentation Detachment), or Individual Mobilization Augmentee positions. Exceptions will be allowed for Specialized Training Assistance Program selectees assigned to the IRR.

c. RA.

(1) The appropriate combination of the working market, school, and residency data determines the Rctg Bde missions for the six AMEDD Corps. A mission category may be further split according to market source. For example, the Nurse Other category could be split into "no experience" and "minimum of 1 year experience required" subcategories.

(2) Health care occupational student and residency data determine both Health Professional Scholarship Program and Financial Assistance Program missions.

(3) Mission accomplishment credit is given for AOC and/or school programs as specified in the FY mission memorandum. Specific guidance regarding mission credit by AOC and/or program will be published under separate cover, as needed, through the Director of Recruiting Operations by the Health Services Division.

B-3. Mission box designation

a. Health Services Division, Recruiting Operations Directorate, is responsible for the annual review and development of the AMEDD mission box designations based upon the annual AMEDD mission. The AMEDD mission box designations are used to determine AMEDD Det recruiting success. The Director of Recruiting Operations is responsible for publishing the AMEDD mission box designations.

b. RA annual mission box categories for each AMEDD Corps may include some or all of the categories listed below:

(1) Direct accession by AOC for commissioned officers.

(2) School programs.

(3) Health Professional Scholarship Program.

(4) Financial Assistance Program.

c. USAR annual mission box categories are by specific AOC and/or an Other category encompassing AOC in that Corps. USAR currently recruits officers for each of the AMEDD Corps and the enlisted MOS 91CC.

B-4. Substitutions

Substitutions are prohibited, unless approved by the Deputy Chief of Staff for Personnel. Chief of Health Services Division, Recruiting Operations Directorate, will publish AMEDD substitution rules for the command.

B-5. Mission cross-leveling, relief, and reduction

a. Refer to paragraph 4c for procedures.

b. The Chief of Health Services Division, Recruiting Operations Directorate, advises the Director of Recruiting Operations on Rctg Bde requests for mission relief.

c. Through the Mission Division, Program Analysis and Evaluation Directorate, Health Services Division has the option to either submit mission adjustments as they become available or submit them at the quarterly mission brief to the CG.

Table B-1
AMEDD mission box categories

Commissioned Officer
The AOC are subcategories within the six AMEDD Corps
Army Nurse Corps (AN)
Army Medical Specialist Corps (SP)
Dental Corps (DC)
Medical Corps (MC)
Medical Service Corps (MS)
Veterinary Corps (VC)
Enlisted (USAR Only)
91C (LPN)

Appendix C

Reserve Chaplain and Chaplain Candidate Missioning Guidelines

C-1. Policy

This appendix provides information concerning chaplain and chaplain candidate missioning and guidance for mission relief requests. Chaplain recruiters will receive chaplain and chaplain candidate missions and should not be assigned any unrelated recruiting mission. They should not be assigned duties normally performed by a Rctg Bde staff chaplain as these duties may put them in jeopardy of not accomplishing their recruiting mission. Chaplain recruiters will be assigned mission for an RSQ on a memorandum (see fig C-1). This mission assignment document will be maintained in the Rctg Bde operations section.

C-2. Reserve chaplain and chaplain candi-

date missioning

a. The primary focus of chaplain and chaplain candidate recruiting is to supply the IRR with chaplain candidates and trained chaplains in a required number of faith groupings. Additionally, a small number of qualified applicants will be recruited for the USAR with concurrent active duty each year. Therefore, any mention of TPU vacancies is irrelevant due to a different structure used to fill TPU. Chaplain recruiters are encouraged, however, to work with their TPU counterparts to interest qualified applicants in filling TPU vacancies.

b. HQDA assigns an accession mission to HQ USAREC for chaplains and chaplain candidates, which is based upon requirements, as determined by the Chief of Chaplains. Program Analysis and Evaluation Directorate receives the FY chaplain and chaplain candidate missions from HQDA and assigns it to each Rctg Bde based largely on that Rctg Bde's percent-

age of the entire command's market. HQ USAREC's quarterly mission to subordinate units consists of an HQDA-select mission supplemented by a referral mission for short-age designations as needed. The Rctg Bde's achievement is based on board selection of fully-qualified application packets by a board of senior chaplains which meets at HQDA.

C-3. Mission box designation

See table C-1 for mission box designations.

C-4. Substitutions

Substitution rules may apply based on agreements with the Office of the Chief of Chaplains.

C-5. Mission cross-leveling, relief, and reduction

Refer to paragraph 4c for procedures.

Table C-1
Mission box designations

Chaplains

Catholic	Referrals	Muslim	Jewish	Orthodox	(Buddhist)	Protestant (infant baptizing)	Protestant (noninfant baptizing)
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Chaplain candidates

Catholic	Muslim	Jewish	Orthodox	(Buddhist)	Protestant (infant baptizing)	Protestant (noninfant baptizing)
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(Appropriate Letterhead)

ABCDE-FG (MARKS Number)

MEMORANDUM FOR Chaplain Recruiter, _____ Recruiting Brigade, Fort Closure,
Alabama 12345-1234

SUBJECT: _____ Quarter FY _____ Mission Assignment for Reserve Chaplain and
Chaplain Candidate

1. Your mission for _____ Quarter FY _____ is listed (below) (on the enclosed spread-
sheet):

Special mission - broken down by category if applicable.

2. Provide any additional guidance that you deem necessary.

Encl
as

COLONEL COMMANDER
COL, IN
Commanding

Acknowledgment of Receipt:

SPECIAL RECRUITER
MAJ, CH
Chaplain Recruiter

Figure C-1. Example chaplain and chaplain candidate mission assignment memorandum

Appendix D

Instructions for Completing USAREC Fm 711-2

D-1. Instruction for preparing USAREC Fm 711-2 (see fig D-1)

a. General. This form will be used at all levels to receive RA and/or USAR mission from the individual's immediate commander. Normal mission will be as listed below:

(1) RS commander to recruiter. RSID: Enter RS RSID, recruiter's last name, first name, and rank. Enter the date the recruiter and RS commander sign the form. Enter the quarter and FY of the recruiting mission; enter in up to four lines of comments to clarify or change the mission, if needed. The RS commander and recruiter must sign and date the form. Enter the complete RSID, recruiter's last name, and quarter in the upper left box (of the four boxes). Then enter the Active and/or USAR mission by category on the "MSN" line. Repeat this process for each month in the quarter. The sum of the recruiter's monthly missions assigned will equal the quarterly mission for that recruiter.

(2) Rctg Co commander to RS commander. RSID: Enter RS RSID, RS commander's last name, first name, and rank. Enter the date the RS commander and Rctg Co commander sign the form. Enter the quarter and FY of the recruiting mission; enter in up to four lines of comments to clarify or change the mission, if needed. The Rctg Co commander and the RS commander must sign and date the form. Enter the complete RSID and quarter in the upper left box (of the four boxes). Then enter the Active and/or USAR mission by category on the "MSN" line. Repeat this process for each month in the quarter. All assigned monthly missions will equal the quarterly mission. The missions of all recruiters subordinate to the RS commander will equal the RS commander's mission.

(3) Rctg Bn commander to Rctg Co commander. RSID: Enter Rctg Co's three-digit RSID, Rctg Co commander's last name, first name, and rank. Enter the date the Rctg Co commander and Rctg Bn commander sign the form. Enter the quarter and FY of the recruiting mission; enter in up to four lines of comments to clarify or change the mission, if needed. The Rctg Bn commander and Rctg Co commander must sign and date the form. Enter the three-digit RSID and quarter in the upper left box (of the four boxes). Then enter the Active and/or USAR mission by category on the "MSN" line. Repeat this process for each month in the quarter. All assigned monthly missions will equal the quarterly mission. The missions of the RS subordinate to the Rctg Co commander will equal the Rctg Co commander's mission.

(4) Rctg Bde commander to Rctg Bn commander. RSID: Enter Rctg Bn's two-digit RSID, Rctg Bn commander's last name, first name, and rank. Enter the date the Rctg Bn commander and Rctg Bde commander sign the form.

Enter the quarter and FY of the recruiting mission; enter in up to four lines of comments to clarify or change the mission, if needed. The Rctg Bde commander and the Rctg Bn commander must sign and date the form. Enter the two-digit RSID, Rctg Bn commander's last name, and quarter in the upper left box (of the four boxes). Then enter the Active and/or USAR mission by category on the "MSN" line. Repeat this process for each month in the quarter. All assigned monthly missions will equal the quarterly mission. The missions of all Rctg Cos subordinate to the Rctg Bn commander will equal the Rctg Bn commander's mission.

b. If the monthly or quarterly missions are changed, USAREC Fm 711-2 may either be annotated in red with an attached memorandum authorizing the change to each copy of the form or explaining the change in the area marked "comments" and stapling the old form behind the new one. All achievements will be entered in pencil on the "ACH" line. At the end of the period, re-enter all the achievements in ink. A percent mission accomplishment will be calculated and entered on the % line. Entries on the % line will also be in pencil until the end of the period.

D-2. Form use

a. USAREC Fm 711-2 is either a four-part manifold set or a four-part electronically generated form (via FormFlow software) and will be used at all levels to assign the mission. The form has four mission boxes and will be completed left to right with the quarterly mission in the top left-hand corner. The distribution for this form at recruiter level is: Part 1 to person receiving mission, part 2 to person assigning mission, part 3 to Rctg Co, and part 4 to Rctg Bn operations.

b. The mission must zero-sum at each level. USAREC Fm 711-2 will be maintained in the current files area for 2 years and then destroyed if no longer needed.

D-3. USAREC Fm 711-1

The USAREC Fm 711-1 (Pocket Mission Box) will reflect the same numbers found on USAREC Fm 711-2.

D-4. RA special missions

USAREC Fm 711-2 does not apply to special missions. Commanders will assign RA special missions (WOFT, OCS, Band, and ROTC referrals) and any other special mission requirements, not addressed here, to their subordinate commanders using a missioning memorandum. RA special missions will not be assigned below RS commander level.

D-5. Mission cross-leveling, relief, and reduction

Refer to paragraph 4c for procedures.

MONTHLY AND QUARTERLY MISSION BOX (For use of this form see USAREC Reg 601-73)	
RSID (<i>RSID and recruiter's name and rank or station name</i>): 6G4C John Doe, SFC	DATE ISSUED: September 15, 1999
BELOW IS YOUR <u>1st</u> QUARTER, FY <u>99</u> RECRUITING MISSION.	
RECRUITER'S SIGNATURE: /signed/	DATE: September 15, 1999
COMMANDER'S SIGNATURE: /signed/	DATE: September 15, 1999

ORGANIZATION: BDE BN CO RS RCTR PERIOD RSM (QTR) <u>6</u> <u>G</u> <u>4</u> <u>C</u> <u>D1234</u> FOR <u>1st</u> QTR									
A C T I V E	CATEGORY	GA	SA	OTHER	U S A R	CATEGORY	GCA	PS	OTHER
	MSN	3	1	3		MSN			
	ACH	4	3	4		ACH			
	%	133	300	133		%			

ORGANIZATION: BDE BN CO RS RCTR PERIOD (RSM) QTR <u>6</u> <u>G</u> <u>4</u> <u>C</u> <u>D1234</u> FOR <u>Oct</u> (MONTH)									
A C T I V E	CATEGORY	GA	SA	OTHER	U S A R	CATEGORY	GCA	PS	OTHER
	MSN	1		1		MSN			
	ACH	1	1	1		ACH			
	%	100	100	100		%			

ORGANIZATION: BDE BN CO RS RCTR PERIOD (RSM) QTR <u>6</u> <u>G</u> <u>4</u> <u>C</u> <u>D1234</u> FOR <u>Nov</u> (MONTH)									
A C T I V E	CATEGORY	GA	SA	OTHER	U S A R	CATEGORY	GCA	PS	OTHER
	MSN	1	1	1		MSN			
	ACH	1	1	2		ACH			
	%	100	100	200		%			

ORGANIZATION: BDE BN CO RS RCTR PERIOD (RSM) QTR <u>6</u> <u>G</u> <u>4</u> <u>C</u> <u>D1234</u> FOR <u>Dec</u> (MONTH)									
A C T I V E	CATEGORY	GA	SA	OTHER	U S A R	CATEGORY	GCA	PS	OTHER
	MSN	1		1		MSN			
	ACH	2	1	1		ACH			
	%	200	100	100		%			

USAREC Fm 711-2, Rev 1 Jul 99 (Previous editions may be used)

PART 1 - PERSON RECEIVING MISSION

Figure D-1. Sample of a completed USAREC Fm 711-2

Glossary

Section I Abbreviations

AMEDD

Army Medical Department

AMEDD Det

Army Medical Department detachment

AN

Army Nurse Corps

AOC

area of concentration

BOARDS

Battalion Operations and Awards Reporting System

CG

Commanding General

CIHS

currently in high school

DCG

Deputy Commanding General

DEP

Delayed Entry Program

FY

fiscal year

HCRT

health care recruiting team

HQDA

Headquarters, Department of the Army

HQ USAREC

Headquarters, United States Army Recruiting Command

IRR

Individual Ready Reserve

LPN

licensed practical nurse

MOS

military occupational specialty

OCS

Officer Candidate School

OPAGR

on-production Active Guard Reserve recruiter

OPRA

on-production Regular Army recruiter

PS

prior service

RA

Regular Army

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

REQUEST

Recruit Quota System

ROTC

Reserve Officers' Training Corps

RS

recruiting station

RSM

recruit ship month

RSQ

recruit ship quarter

SF

Special Forces

SOAR

Special Operations Aviation Regiment

TPU

troop program unit

TSC

test score category

TWO

technical warrant officer

USAR

United States Army Reserve

USAREC

United States Army Recruiting Command

WOFT

Warrant Officer Flight Training

Section II Terms

accession mission

The number of accessions required by category for a specified period of time.

Automated Territorial Alignment System

A computerized software application used with MapInfo for Windows software to assist in updating data bases and building maps for recruiting areas.

contract mission

The net number of contracts required by category for a specified period of time. Contracts are reservations made on REQUEST. Net contracts are total contracts minus DEP loss.

DEP loss

A DEP discharge or voided enlistment. The effective date of a DEP loss is the day the reservation is canceled on REQUEST.

face-to-face procedure

Any meeting which involves direct personal two-way communication between individuals in the chain of command to discuss the assignment of missions. These procedures cannot be done by means of the telephone or in writing.

levels of command

USAREC, Rctg Bde, Rctg Bn and AMEDD Det, Rctg Co and HCRT, RS, and individual recruiter level.

market

The ability of an area to support recruiting missions based on historical trends as defined in the recruiting market analysis.

mission

The number of accessions, contracts, packets, board selectees, volunteers, or referrals required in specified categories for a designated period of time. Unless otherwise specified, the term "mission" refers to all mission types covered by this regulation (i.e., RA contract mission, USAR accession mission, AMEDD commission mission, OCS packet mission, WOFT packet mission, etc). See paragraph 4a(1)(b).

mission box

A display or format indicating the mission for a level of command by category and period of time.

mission categories

The precise types of personnel needed for accession into the RA or USAR as defined by Armed Forces Qualification Test score, education level, or PS status.

new recruiter

A graduate of the Army Recruiter Course serving in the initial 9 months of assignment to recruiting duties.

nursing student

A prospect who passes the first available state board examination after graduation from a Baccalaureate or higher degree-granting nursing program, which is accredited by an agency recognized by the U.S. Secretary of Education and acceptable to HQDA, and whose packet reaches HQ USAREC within 6 months after the date of graduation.

packet

An application package containing all required documents. A packet is accepted by HQ USAREC only if the candidate is considered to be fully qualified and all required documents are present and properly completed.

recall

PS active AN officer. A recall is considered to be a working nurse unless he or she fulfills the definition of a student nurse.

Recruiter Program

A training program of 9 months duration in which all graduates of the Army Recruiter Course must participate. This training is intended to fully prepare new recruiters for recruiting duty by emphasizing and supplementing training obtained in resident courses.

recruiting day

Any weekday, Monday through Friday, which is not an official national holiday.

recruiting month and quarter

RSM and RSQ will be used as time periods for accomplishing assigned missions.

- Recruiting month. Equal to an RSM which usually ends on the last Monday in the calendar month. The next day (Tuesday) starts the next RSM.
- Recruiting quarter. Equal to an RSQ which usually ends on the last Monday in the calendar quarter. The next day (Tuesday) starts the next RSQ.

selection

The process by which an applicant is chosen for accession by a board of officers.

substitution of categories

Certain categories of personnel may be substituted for others for the purpose of determining incentive award credit and success.

unprogrammed absences or departures from recruiting

Only absences or departures from recruiting which are the result of sickness, death, emergency leave, or relief are considered to be unprogrammed.

working nurse

A nurse who possesses a Bachelor of Science or higher degree in nursing and who is not a nursing student.